

Election Board: _____ Election Board ID#: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 County/Parish: _____
 Contact Person: _____
 Telephone #: _____ TTY #: _____ Fax: _____
 e-mail: _____

Federal Laws relating to Accessibility of Elections

Polling Place Accessibility as required by: 42 U.S.C. 1973 "Voting Accessibility for the Elderly and Handicapped Act" and 42 U.S.C. 12101 et. seq. "Americans with Disabilities Act" also requires government services and activities to be accessible and usable in an integrated fashion and printed material to also be accessible via auxiliary aids and services.

42 U.S.C. 1973 section 1973 ee-1(a) Selection of polling facilities "... each political subdivision responsible for conducting elections shall assure that all polling places for Federal elections are accessible to handicapped and elderly voters."

"(b) Exceptions. Subsection (1) of this section shall not apply to a polling place -- (1) in the case of an emergency, as determined by the chief election officer of the State; or (2) if the chief election officer of the State --(A) determines that all potential polling places have been surveyed and no such accessible place, is available, nor is the political subdivision able to make one temporary accessible, in the area involved; and (B) assures that any handicapped or elderly voter assigned to an inaccessible polling place, upon advance request of such voter (pursuant to procedures established by the chief election officer of the State)

- (i) will be assigned to an accessible polling place, or will be provided with an alternative means for casting a ballot on the day of the election.

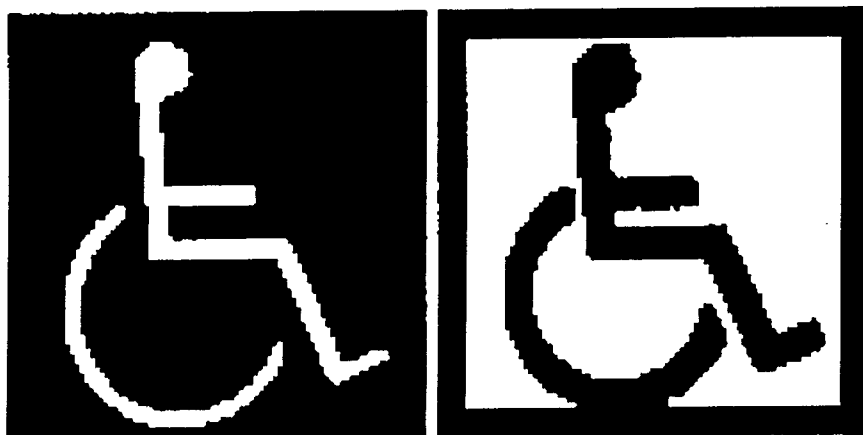
Instructions for completing this survey

This Standard for Accessible Polling Facilities includes:

- ✓ a page of accessibility graphics;
- ✓ a 1 page "Voting Booths and Aids Standard";
- ✓ a 1 page "Voting Room Standard";
- ✓ a 2 page "Checklist Survey for Accessibility of Polling";
- ✓ a 9 page Voting Facilities Standard; and
- ✓ a 2 page "Request For Polling Place Accessibility Exemption"

1. The "Voting Booths and Aids Standard" should be completed by the election official(s) who purchase and or provide voting booths/machines and voting aids for polling facilities. If the same equipment is used (state, county, or regionally) only one survey needs to be completed.
2. The "Voting Room Standard" should be reviewed by the chief election official at each polling facility, on Election Day before the opening of the polling place, to ensure no barriers to voting were created in setting up the voting room and proper notices have been displayed.
3. A *Checklist Survey for Accessibility of Polling Facilities* should be taken to each polling facility and potential polling facility and completed. The completed Checklists should then be compared to the "Polling Facilities Standard".
4. If the facility has an elevator, platform lift or only stairs, a more extensive survey will need to be undertaken (since the checklist does not contain questions regarding elevators, platform lifts or stairs).
5. The "Polling Facilities Standard" contains a list of "*recommended but not required*" items which would make the facility and voting easier for voters who are elderly or disabled.
6. If there are barriers at the polling facility, it should be surveyed again to determine if the site could be modified for Election Day, by using one or more of the "*Temporary Access Solution*" in the Polling Facilities Standard.
7. If the facility can not be modified, then locate another facility within the voting district that does or can be modified to meet the Polling Facilities Standard.
8. If no facilities within the voting district that meet or could be modified to meet the Polling Facilities Standard, then complete the "Request For Polling Place Accessibility Exemption" and submit it to the State's Chief Election's Official.

Accessibility Graphics



(b)

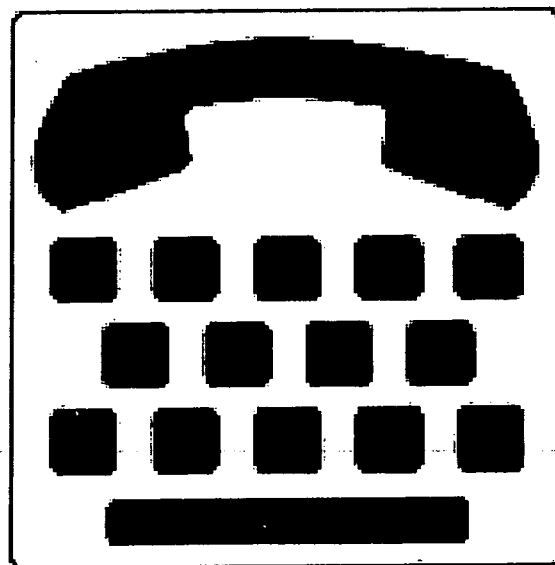
Display Conditions

International Symbol of Accessibility



(d)

International Symbol of Access for Hearing Loss



(c)

International TDD Symbol

Fig. 43
International Symbols

Voting Booths and Aids Standard The Election Board of _____

Voting Booth - at least one is Totally Accessible (meets the following):

- ☐ Reaching all operating mechanisms are between 15 inches and 48 inches from the floor
- ☐ Operating mechanisms no tight grasping, pinching or twisting of the wrist required to operate

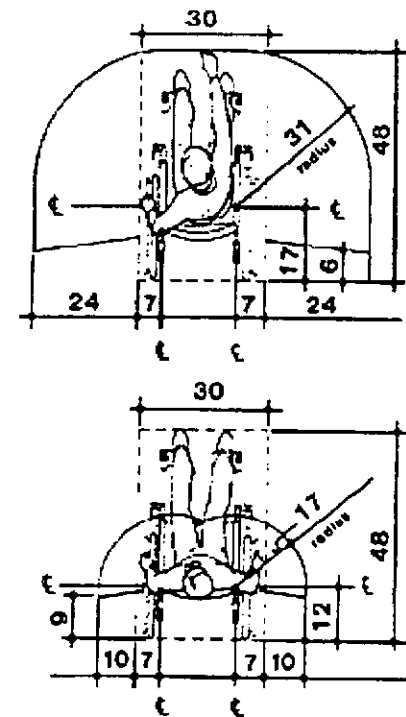
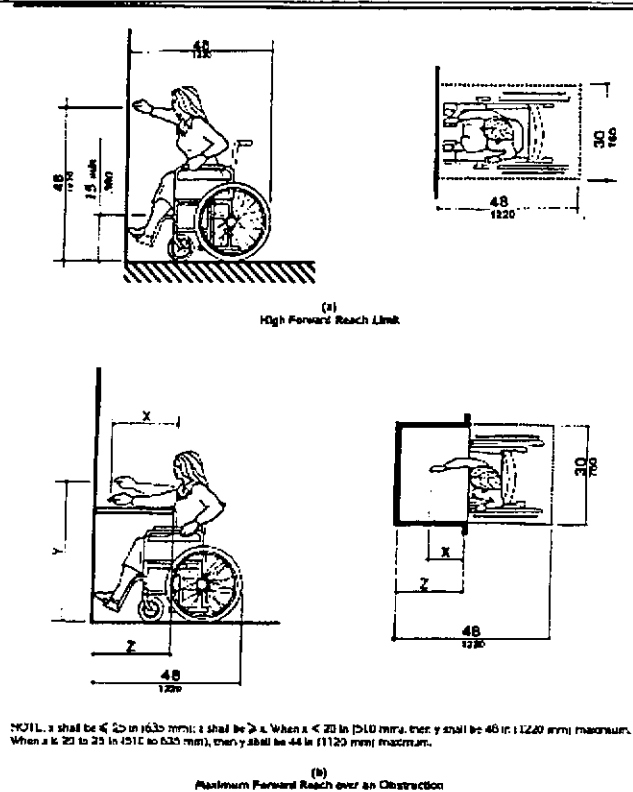


Fig. A3 (a)

If booth as table surface then:

- ☐ Height of booth or table writing surface between 32 and 34 inches from the floor
- ☐ Clearance space beneath table surface a minimum 27 inches high by 30 inches wide by 19 inches deep

Recommended, not required: ☐ Illumination - voting booth is well lit without dark shadows

Temporary Access Solution: (if the voting machine's controls exceed the reaching height requirements or need tight grip, pinch or twist of wrist):

Auxiliary Aids Available to assist voters (CFR 35.160) Title II of the Americans with Disabilities Act and 42 U.S.C. 1973 ee-3 Registration and voting aids, require the provision of auxiliary aids to voters with disabilities, which should include the following:

- ☐ Reaching Device (should also be available even if voting machine controls are within the reach distance for voters with limited range of arm motion)
- ☐ A magnifying glass of 8 x or greater is available
- ☐ A signature guide is available
- ☐ A seat is available for use by persons who cannot stand long periods (but is not using a wheelchair) at the accessible voting booth

Provide upon advanced request the following:

- ☐ Audio-tape or grade 2 Braille ballot
- ☐ Audio-tape or grade 2 Braille Voting Instructions
- ☐ Audio-tabled or Braille Voter Information (referendum, etc.) Booklet

Voting Room Standard

Election Board: _____

Voting District ID: _____

Within the voting room, pathways to and from the entrance, exit and voting booth must meet the accessible path standards.

In addition:

☐ Voting Instructional Signage 42 USC 1973 ee-3 (a)(1)
"Instructions, printed in large type, conspicuously displayed at each permanent registration facility and each polling place"

Post instructions at eye level in location individuals with limited vision can walk up to and use the magnifying glass to read.

Recommended, but not required:

☐ At least 2 seats available for voters who can not stand long periods to sit while waiting to vote

☐ The voting booth used by persons needing assistance completing their ballot is at least 5 ft from other booths, lines or poll workers, so comments between a voter who is unable to read the ballot or operate the voting machine and any person assisting that voter to operate the machine or complete the ballot are private

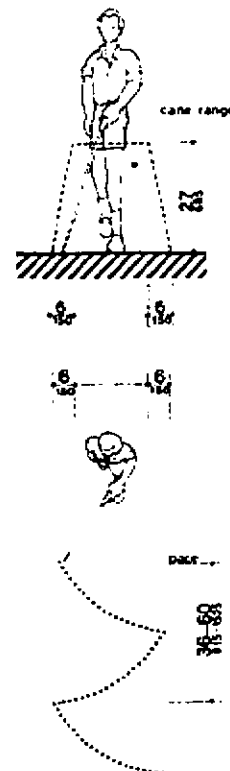


Fig. A4
Cane Technique

☐ Passing space (if priority voting allowed) path from entrance to "head of the line" needs to be 60 inch wide (not 36 inches)

☐ Width minimum 36 inches (may narrow to 32 inches for distances less than 2 feet) between tables (with chairs in occupied positions), voting booths, etc.

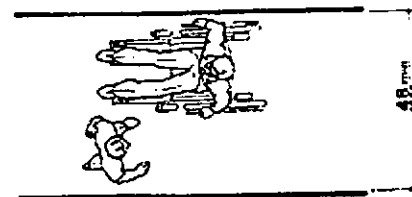


Fig. A1
Minimum Passage Width for One Wheelchair and One Ambulatory Person

Voting room -solutions: _____

Voting room - cost estimate: \$ _____

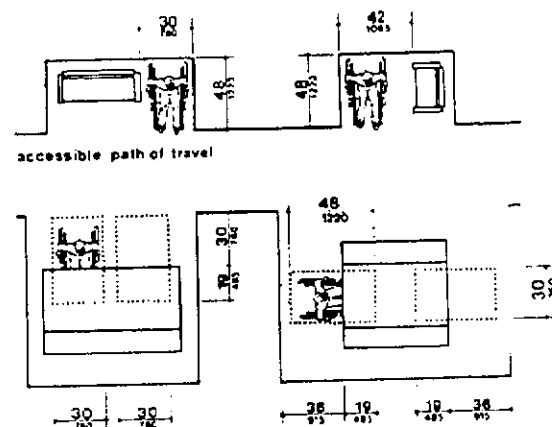


Fig. 45
Minimum Clearances for Seating and Tables

Polling Facilities Standard

Election Board: _____ Voting District ID: _____

Surveyed on: __/__/__ Survey By: _____

Polling Facility: _____

Address: _____

County/Parish: _____ On-Site Chief Poll Official: _____

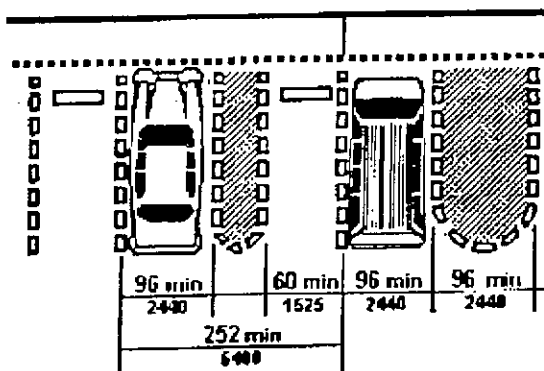
General Elections Information

Quality of Location: <input type="checkbox"/> excellent, <input type="checkbox"/> good, <input type="checkbox"/> fair, <input type="checkbox"/> poor		Location of Polling Entrance: <input type="checkbox"/> front, <input type="checkbox"/> back, <input type="checkbox"/> right side, <input type="checkbox"/> left side, <input type="checkbox"/> _____	
Location of Accessible Entrance:		Voting Space Location:	
Terrain around polling place: <input type="checkbox"/> Flat, <input type="checkbox"/> Hilly, <input type="checkbox"/> Desert, <input type="checkbox"/> Grassy, <input type="checkbox"/> _____		Type of Building <input type="checkbox"/> business, <input type="checkbox"/> school, <input type="checkbox"/> senior center, <input type="checkbox"/> _____	
<input type="checkbox"/> Bathrooms Available?	<input type="checkbox"/> Flag Visible?	# Electric Outlets Available in Voting Room: _____	
<input type="checkbox"/> Tables & Chairs Available?	<input type="checkbox"/> Heating Available?		
Voting Space Size: ____ ft. x ____ ft.		Maximum number of voting booths: _____	

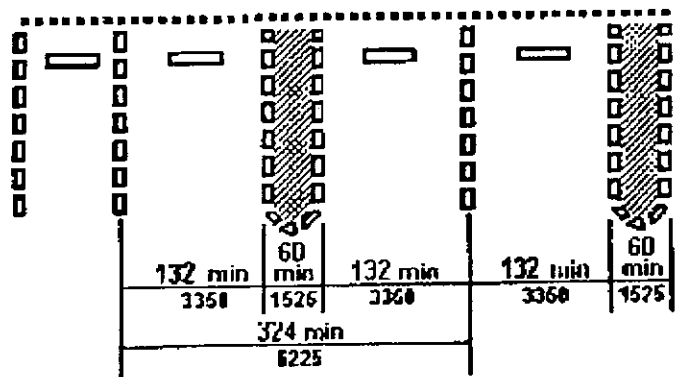
Polling Facilities Accessibility Survey

If Parking is available for voters at the polling site complete this section:

Type of Parking for voters: ☐on-street ☐on site ☐none ☐passenger loading zone



(a) Van Accessible Space at End Row

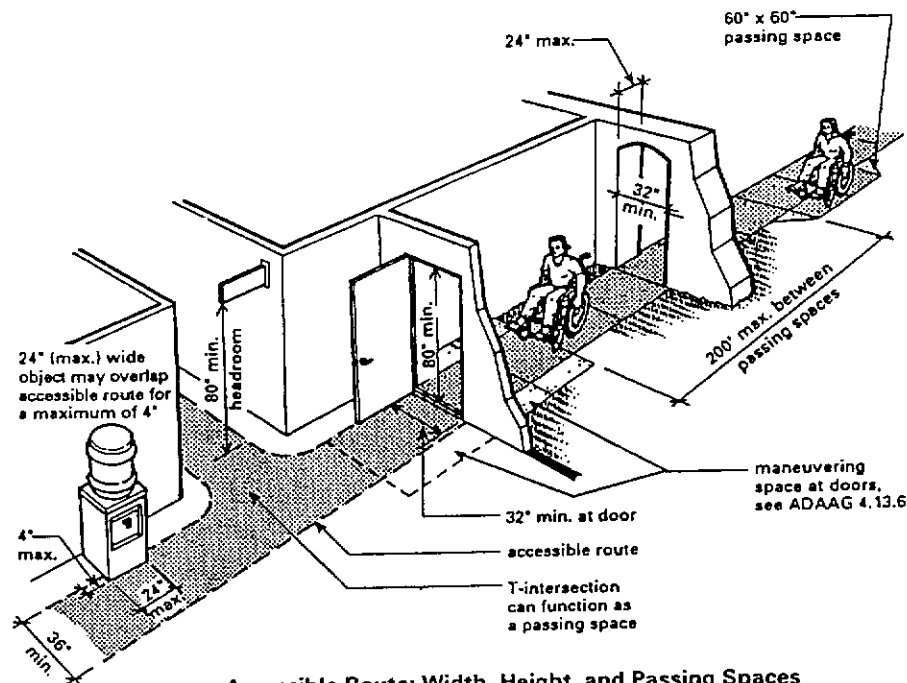


(b) Universal Parking Space Design

<input type="checkbox"/> At least 1 Van accessible parking space - with 96-inch access aisle (for every 8 accessible spaces)	<input type="checkbox"/> 4 % of total "voter" parking spaces are accessible spaces (see either figure above)
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<input type="checkbox"/> Sign with Access Logo at each "accessible" space which is visible above the parked vehicle(s)	<input type="checkbox"/> Passenger Loading level must have an access aisle 60 inches wide x 20 ft long adjacent and parallel to vehicle pull up space with curb ramps
<input type="checkbox"/> Directional Signs with Access Symbol pointing to the handicapped parking (if not visible from street or accessible entrance/parking is in a different location from main parking area)	
<i>Recommended, not required:</i>	<input type="checkbox"/> Accessible parking spaces should be on shortest accessible route to the accessible entrance
<i>Temporary Access Solution:</i> (If parking not totally accessible)	<input type="checkbox"/> Can temporary accessible parking spaces and access aisles be created?
(If no directional or parking space signs)	<input type="checkbox"/> Could temporary signs be installed?
Parking-solutions: _____ _____ _____	
<div style="text-align: right;">Parking - cost estimate: \$_____</div>	

An accessible path from the passenger loading zone and parking space or public transit stop to the accessible voting booth is required



Accessible Route: Width, Height, and Passing Spaces

<input type="checkbox"/> Width minimum 36 inches (may narrow to 32 inches for distances less than 2 feet)	<input type="checkbox"/> Head room at least 80 inches high from surface, above the entire width and length of route (or a warning barrier)
<input type="checkbox"/> Surface - stable, firm, slip-resistant, maximum vertical changes	<input type="checkbox"/> Cross Slopes shall be no greater than 1:50
<input type="checkbox"/> Slope no greater than 1 inch high for every 20 inches long or level change greater than 1/2 inch (OR there is a ramp, platform lift or elevator)	<input type="checkbox"/> Directional Signs with Access Symbol all along the accessible route from the parking spaces, through the accessible building entrance and all the way to the accessible entrance to the voting room.
<input type="checkbox"/> Gratings located in walking surfaces with spaces no greater than 1/2 inch wide in one direction, if elongated openings, the long dimension shall be perpendicular to the dominant direction of travel (Also answer "yes" if no grates in path)	<input type="checkbox"/> Carpet secured to floor with firm backing or none, thickness less than 1/2 inch and exposed surfaces fastened
Recommended, not required:	<input type="checkbox"/> Hallway Seating available (if path from parking to voting booths greater than 200 feet) for voters who can not walk long distances
Temporary Access Solution: (If no Directional Signs)	<input type="checkbox"/> Can temporary signs be installed?
Accessible Route-solutions: _____	
_____ Accessible Route - cost estimate: \$ _____	

Indicate the types of change(s) in the level of the path between the passenger loading

zone, parking or public transit stops and the entrance:

☐ curbing ☐ ramps ☐ platform lift ☐ elevator or ☐ only stairs

If the path crosses curbing/sidewalks then complete this section:

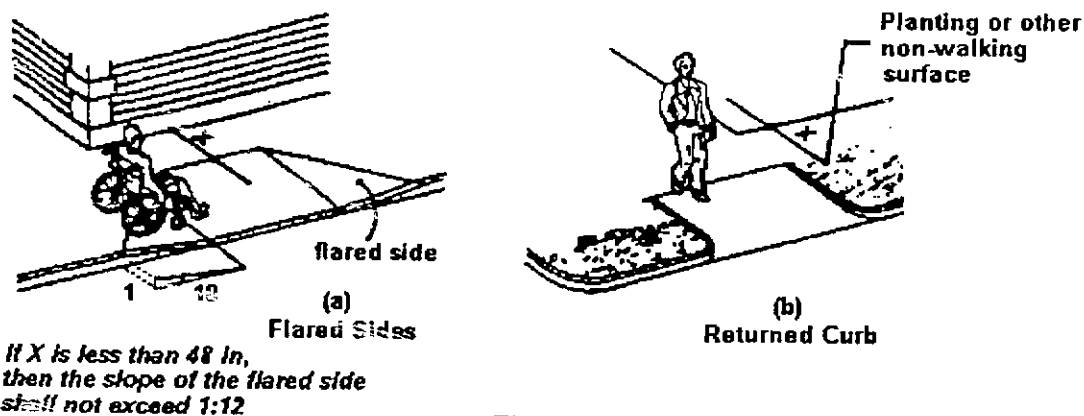


Fig. 12
Sides of Curb Ramps

<input type="checkbox"/> Curb ramps for every 1 inch up it is minimum of 12 inches long	<input type="checkbox"/> Width 36 inches exclusive of flared sides
<input type="checkbox"/> Sides where pedestrians walk across ramp or not protected by handrails/guard rails) flared sides 1 inch to 10 inches	<input type="checkbox"/> Obstructions - protected from being blocked by parked vehicles
<i>Temporary Access Solution:</i> (If curbs don't have ramps)	<input type="checkbox"/> Could a temporary ramp be installed?

If path has a ramp then complete this section:

<input type="checkbox"/> Ramp slope no greater than 1 inch up for every 12 inches long	<input type="checkbox"/> Outdoor Conditions - will be kept clear of snow, ice, sand during polling hours
<input type="checkbox"/> Ramp has Clear Width 36 inches	<input type="checkbox"/> Edge Protection 2 inches higher than ramp surface
<input type="checkbox"/> Resting platforms every 30-ft of ramp at least 60 inches long and as wide as ramp (60 inches wide at turns) and at the top and bottom of the ramp.	

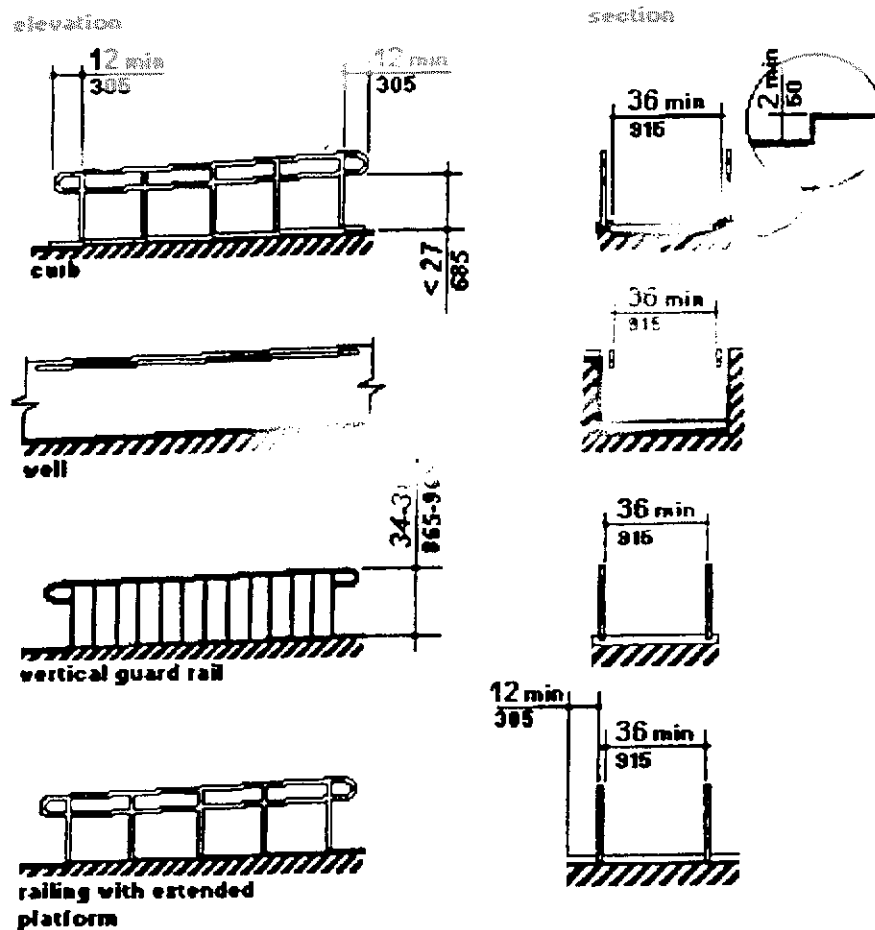


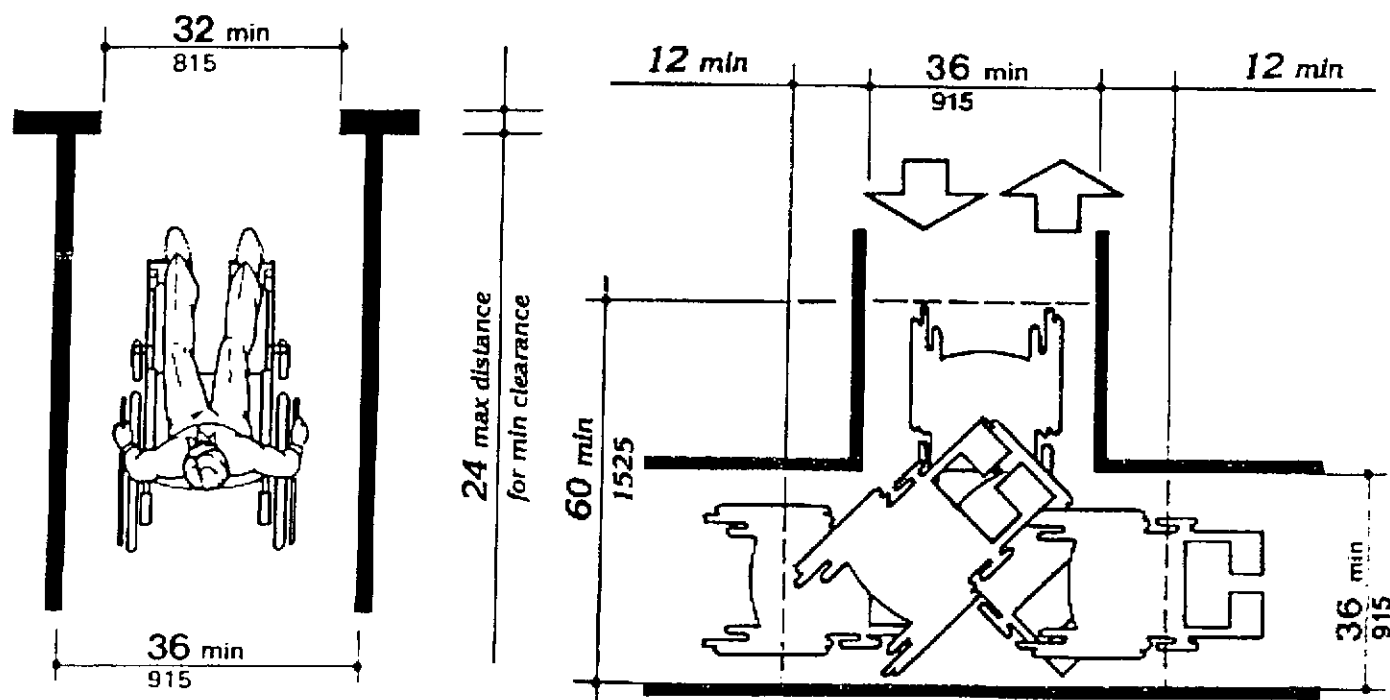
Fig. 17

Examples of Edge Protection and Handrail Extensions

When the ramp is higher than 6 inches: Handrails must be:

<input type="checkbox"/> on both sides	<input type="checkbox"/> diameter between 1 1/4 to 1 1/2 in.	<input type="checkbox"/> extending 12 inches beyond the top or bottom
<input type="checkbox"/> clear space of at least 1 1/2 inches from wall to handrail		<input type="checkbox"/> mounted between 34 and 38 inches above ramp surface
<i>Temporary Access Solution: (if not totally accessible)</i>		<input type="checkbox"/> Can edge protection and/or handrails be installed?

If a platform lift is in the path complete this section:

**Wheelchair dimension****Minimum turning area**

<input type="checkbox"/> Clear lift platform space minimum 30 inches width (many newer wheelchairs need up to 32 inches)	<input type="checkbox"/> Clear platform space minimum 48 inches long (many newer wheelchairs need up to 60 inches)
<input type="checkbox"/> Change in level, the lip of the platform is no more than 1/2 inch beveled above the floor for entering and exiting	<input type="checkbox"/> Reach to Controls 48 inches high forward (from wheelchair seat), controls can not be behind the person sitting in the wheelchair!
<input type="checkbox"/> Operator controls shall not require tight grasping, pinching, or twisting of the wrist	<input type="checkbox"/> If turn required to exit platform lift is the platform wide and long enough (see figure above)
<input type="checkbox"/> Platform lift will be turned on at all times polling place is open to the public	

If elevator is in the path complete this section:

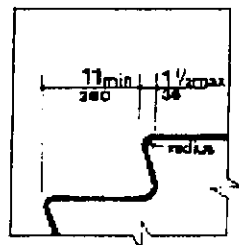
<input type="checkbox"/> Reach to Controls 48 inches high forward (from wheelchair seat), controls can not be behind the person sitting in the wheelchair)	<input type="checkbox"/> Interior cab size: 50 inch deep by 48 inches wide
<input type="checkbox"/> Elevator will be turned on at all times polling place is open to the public	
Temporary Access Solution: (if lift or elevator dimensions or controls are not accessible)	<input type="checkbox"/> Could an operator be stationed to assist voters?

Stairs must comply if there is not an accessible path between level changes, stairs that meet the code may be used by persons with disabilities who are able to climb stairs

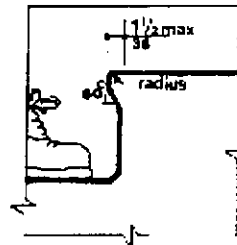
[Curbside or other voter assistance must be provided to voters who are unable to reach to voting room.]

<input type="checkbox"/> Treads and Risers all uniform in height and width with treads no less than 11 inches wide, no open risers	<input type="checkbox"/> Nosing undersides not abrupt (curved or angled) and project no more than 1 1/2 inch
<input type="checkbox"/> Exterior stairs Clear of Snow, Ice, and Sand	

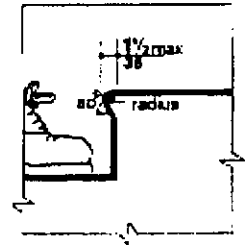
Usable Tread Width and Examples of Acceptable Nosing



(a) Flush Riser



(b) Angled Nosing



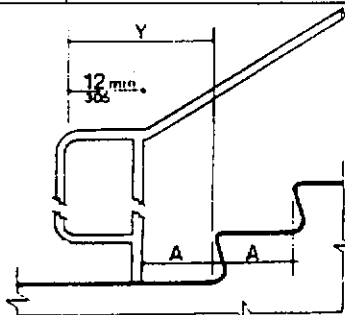
(c) Rounded Nosing

Handrails must be:

<input type="checkbox"/> continuous on both sides	<input type="checkbox"/> diameter between 1 1/4 to 1 1/2 inch	<input type="checkbox"/> extending at least 12 inches beyond top riser
<input type="checkbox"/> mounted between 34 and 38 inches above ramp surface	<input type="checkbox"/> clear space of at least 1 1/2 inches from wall to handrail	<input type="checkbox"/> extending at least 12 inches + the width of the tread beyond the bottom riser

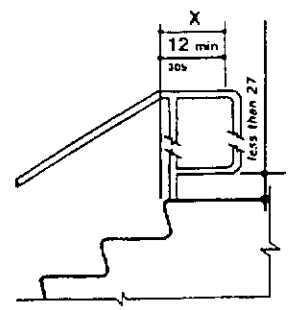
Extension at bottom of run

Note: Y is the minimum handrail extension or 12 in. plus the width of 1 tread



Extension at top of run

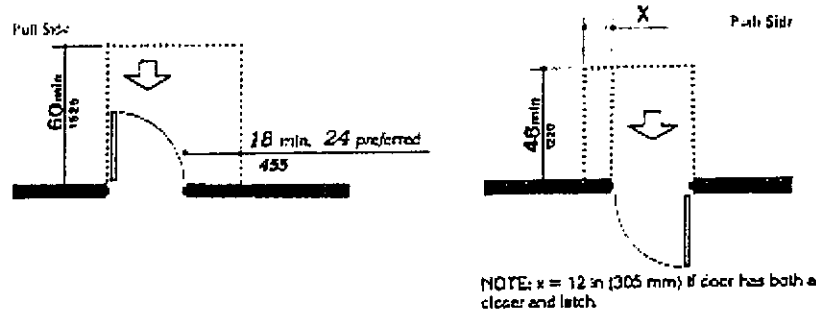
X is the 12 in. minimum handrail extension required at each top riser



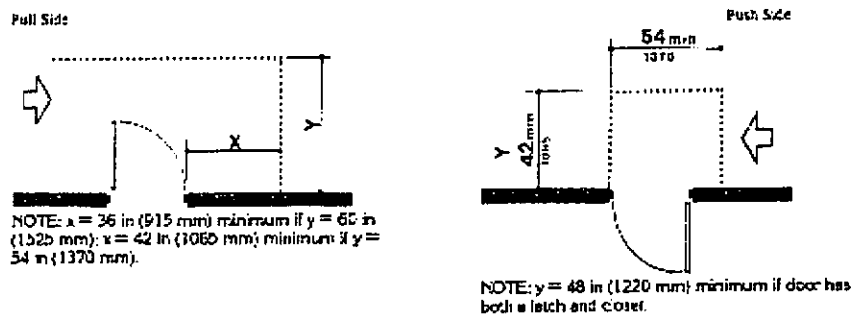
Change(s) in the level of the path -solutions: _____

Level change - cost estimate: \$ _____

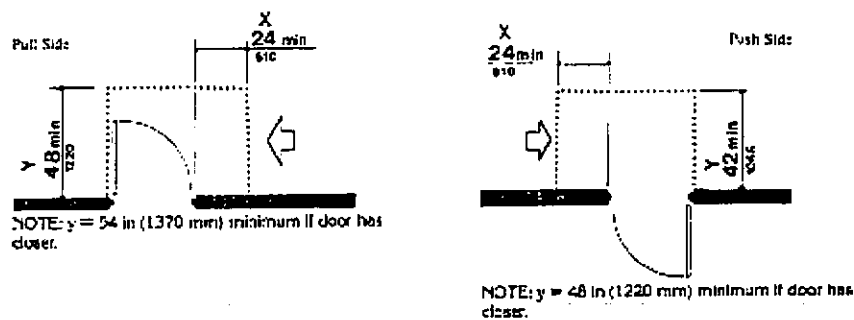
Entrance, elevator/lift and interior doors (used for voting purposes)



(a)
Front Approaches — Swinging Doors



(b)
Hinge Side Approaches — Swinging Doors



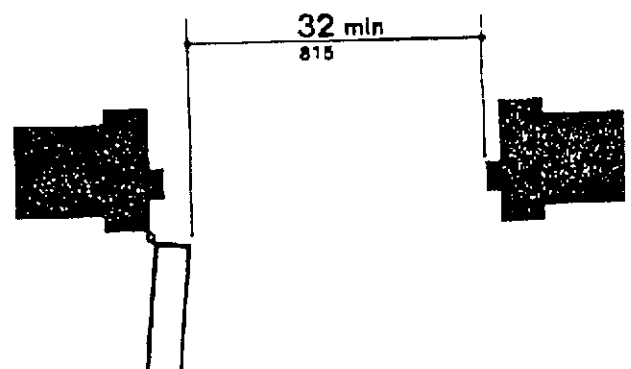
(c)
Latch Side Approaches — Swinging Doors

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

Only survey doors in the path from the accessible entrance to the voting booth:

☐ Maneuvering clearances - see figure above (at doors that are not automatic or power assisted)

☐ No revolving doors, turnstiles or gates (or an accessible path around them)



<input type="checkbox"/> Clear width of 32 inches with door open 90 degrees measured between the face of the door and the opposite stop (if double doors measure with one door closed)	<input type="checkbox"/> Thresholds not to exceed 1/2 inch in height (3/4 inch for exterior sliding doors) beveled with a slope no greater than 1:2
<input type="checkbox"/> Two doors in series a minimum of 36 long clear space plus the width of any door that swings into the space between the doors, doors shall either both swing in the same direction or away from the space between the doors	<input type="checkbox"/> Hardware not requiring tight grasping, tight pinching, or twisting of the wrist to operate (no door knobs, instead should be lever operated, push type, U-shaped handles; on sliding doors hardware needs to be exposed and usable from both sides)
<input type="checkbox"/> Hardware height not greater than 48 inches from floor	<i>Recommended, but not required:</i> <input type="checkbox"/> Door closes gently and takes at least 3 seconds to close from a fully open position.
Temporary Access Solution: (At doors that are not accessible)	<input type="checkbox"/> Could assistance be provided?
(if interior doorways have less than 32 inches clearance)	<input type="checkbox"/> Can door be removed from hinges, gaining a "nominal" 32 inches clearance?
(if doors has knobs that requiring grasping, pinching, and/or twisting)	<input type="checkbox"/> Can interior doors be left open?
	<input type="checkbox"/> Could assistance be provided at exterior doors?
Doors-solutions: _____ _____ _____ _____ Doors - cost estimate: \$ _____	

Checklist Survey for Accessibility of Polling

Election Board: _____ Voting District ID: _____

Surveyed on: __/__/__ Survey By: _____

Polling Facility: _____

Address: _____ City: _____ State: _____ Zip: _____

General Elections Information

Quality of Location: <input type="checkbox"/> excellent, <input type="checkbox"/> good, <input type="checkbox"/> fair, <input type="checkbox"/> poor		Location of Polling Entrance: <input type="checkbox"/> front, <input type="checkbox"/> back, <input type="checkbox"/> right side, <input type="checkbox"/> left side, <input type="checkbox"/> _____	
Location of Accessible Entrance:		Voting Space Location:	
Terrain around polling place: <input type="checkbox"/> Flat, <input type="checkbox"/> Hilly, <input type="checkbox"/> Desert, <input type="checkbox"/> Grassy, <input type="checkbox"/> _____		Type of Building <input type="checkbox"/> business, <input type="checkbox"/> school, <input type="checkbox"/> senior center, <input type="checkbox"/> _____	
<input type="checkbox"/> Bathrooms Available?	<input type="checkbox"/> Flag Visible?	# Electric Outlets Available in Voting Room: _____	
<input type="checkbox"/> Tables & Chairs Available?	<input type="checkbox"/> Heating Available?		
Voting Space Size: ____ ft. x ____ ft.		Maximum number of voting booths: _____	

Type of Parking for voters: ☐on-street ☐ on site ☐none ☐passenger loading zone

Number of total "voter" parking spaces _____	Is a sign with the access logo at each "accessible" space visible above a parked vehicle? _____
Number of accessible spaces _____	
Number of "Van accessible" parking spaces _____	
Width of the "accessible" parking space _____ inches (not including the access aisle)	
Width of the stripped "access aisles" between "accessible" parking spaces _____ inches	
Width of "access aisle" at "van accessible space" _____ inches	
Does passenger-loading zone have a curb ramps? _____	
Are directional signs with access symbol pointing to the accessible parking, if not visible from street or accessible entrance/parking is in a different location from main parking area? _____	

**An accessible path from the passenger loading zone and parking space or public transit
stop to the accessible building entrance:**

At narrowest point the minimum width of the path (if less than 36 inches) _____ inches	
At lowest point the minimum head room (from path surface to low hanging trees or signs that extend over the path (if lower than 80 inches) _____ inches	
Does the path stay level (across the width of the path)? ____	Is the path surface stable, firm, slip- resistant? ____
Does the path go up /down a hill (length of the path)? ____	Are there open grates in path ? ____

Doorways (entrance doors and all doors in the accessible path to the voting booth)

Minimum width of clear opening with door open 90 degrees measured between the face of the door and the opposite stop (if double doors measure with one door closed) _____ inches
Are there revolving doors, turnstiles or gates (without an accessible path around them)? _____
Minimum distance between two doors in series _____ inches
Do doors both swing in the same direction or away from the space between the doors? _____
Door Hardware type: (check): <input type="checkbox"/> door knobs, <input type="checkbox"/> lever, <input type="checkbox"/> push type, <input type="checkbox"/> U-shaped handles
Door Hardware height from floor _____ inches
At narrowest point the minimum width of the path (if less than 36 inches) _____ inches
At lowest point the minimum head room (from floor surface to low signs that extend over the path (if lower than 80 inches) _____ inches
Are directional signs with access symbol along the accessible route from the accessible building entrance and (at each turn of path) to the accessible entrance to the voting room? _____
Maximum height of thresholds (at doorways) ____/____ of an inch
Are all carpets secured to floor along the path? _____

Indicate the types of change(s) in the level of the path between the passenger loading zone, parking or public transit stops and the accessible voting booth:

<input type="checkbox"/> curbing (with curb cut/ramp)	<input type="checkbox"/> ramps <input type="checkbox"/> platform lift <input type="checkbox"/> elevator
<input type="checkbox"/> curbing (without curb cut/ramp)	<input type="checkbox"/> only stairs

Ramps*

Length of ramp _____ inches	Height of ramp _____ inches	Width of ramp _____ inches
Is there a level platform every 30 ft. of ramp at least 60 inches long and as wide as ramp (60 inches wide at turns) and at the top and bottom of the ramp? _____		
<input type="checkbox"/> Outdoor Conditions - will be kept clear of snow, ice, sand during polling hours		
<input type="checkbox"/> Edge Protection 2 inches higher than ramp surface		
* including curb cuts/ramps		
If the ramp is higher than 6 inches handrails are needed (not applicable for curb cuts/ramps).		
Are the handrails on both sides? _____	Diameter of the handrails _____ inches	Handrails extend ____ in. beyond the top and ____ in. beyond the bottom of ramp.
Minimum space between wall and handrail _____ in.		Handrail is mounted ____ in. above surface

If an elevator, platform lift or stairs are the only path between the accessible parking space and the accessible voting booth, then a more in-depth survey will need to be conducted.

Request For Polling Place Accessibility Exemption

Date:	Election District:	Election District ID:	
Voting District:		Voting District ID:	
Polling Place Address:	City:	State:	Zip:
Chief Election Official:		Telephone:	

42 U.S.C. 1973 Voting Rights Act of 1965 as Amended Subchapter I-F Voting Accessibility for the Elderly and Handicapped, Sec. 1973ee-1. Selection of polling facilities

(a) Accessibility to all polling places as responsibility of each political subdivision

Within each State, except as provided in subsection (b) of this section, each political subdivision responsible for conducting elections shall assure that all polling places for Federal elections are accessible to handicapped and elderly voters.

(b) Exception

Subsection (a) of this section shall not apply to a polling place--

(1) in the case of an emergency, as determined by the chief election officer of the State; or

(2) if the chief election officer of the State--

(A) determines that all potential polling places have been surveyed and no such accessible place is available, nor is the political subdivision able to make one temporarily accessible, in the area involved; and

(B) assures that any handicapped or elderly voter assigned to an inaccessible polling place, upon advance request of such voter (pursuant to procedures established by the chief election officer of the State)--

(i) will be assigned to an accessible polling place, or

(ii) will be provided with an alternative means for casting a ballot on the day of the election.

To: _____, Chief Election Officer of the State

From: _____

(Signed by the Chief Election Officer of the Election District)

Pursuant to Section 1973 ee-1 "Selection of polling facilities" of Subchapter I-F "Voting Accessibility for the Elderly and Handicapped", of 42 U.S.C. 1973 "Voting Rights Act of 1965 as Amended" and _[insert state code]_ as the Chief Election Official for the (above named Election District)

I have determined that all potential polling places, in the above named voting district, have been surveyed and no such accessible place is available, nor is the _____

(name of local government)

able to make one temporarily accessible, in the area involved. The Election District made the following attempts to locate a suitable accessible site to serve as a polling place in this voting district:

Attached is the survey of the existing polling place, identifying the barriers to voting.

The Election District assures that any handicapped or elderly voter assigned to the (above named) inaccessible polling place, upon advance request of such voter (pursuant to procedures [insert state code] established by the chief election officer of the State) will be:

☐ assigned to an accessible polling place at _____
(location)

☐ provided with an alternative means for casting a ballot on the day of the election

The following steps will be taken pursuant to those procedures:
